

**SARAH HOFFMAN**  
**CHAIR - BOARD OF TRUSTEES - WARD G**  
**FOR THE PERIOD: JUNE to AUGUST 2014**

DATE <sup>(1)</sup>	DESCRIPTION OF EVENT	EXPENSE TYPE	NET AMOUNT <sup>(2)(3)(4)</sup>	ATTACHMENTS
<b>1) BUSINESS TRAVEL</b>				
<i>meetings outside the District and associated costs including transportation, accommodations, meals, incidentals, parking, etc.</i>				
24-May-14	Excellence in Teaching - Calgary - May 24-25, 2014	Accommodations	\$ 160.39	<a href="#">Attachment 1</a>
24-May-14	Excellence in Teaching - Calgary - May 24-25, 2014	Parking	\$ 30.48	<a href="#">Attachment 1</a>
<b>Sub-Total: Business Travel</b>			<b>\$ 190.87</b>	
<b>2) CONFERENCES</b>				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
1-Jun-14	ASBA Spring General Meeting - Red Deer - Jun. 1-4, 2014	Accommodations	\$ 415.34	<a href="#">Attachment 2</a>
6-Jun-14	Trustee Reimbursement - Transportation - ASBA Spring General Meeting 2014 - Red Deer	Kilometrage	\$ 155.87	<a href="#">Attachment 3</a>
6-Jun-14	Trustee Reimbursement - Meal Per Diems - ASBA Spring General Meeting 2014 - Red Deer	Meals	\$ 39.07	<a href="#">Attachment 3</a>
23-Jun-14	ASBA Spring General Meeting 2014 (S. Hoffman, N. Ip, S. Adams, M. Janz, R. Martin)	Conference fees	\$ 584.11	<a href="#">Attachment 4</a>
16-Jun-14	Canadian School Boards Association (CSBA) Congress 2014 - Bus shuttle from Toronto airport to Sheraton Hotel - Niagara Falls	Transportation	\$ 84.18	<a href="#">Attachment 5</a>
16-Jun-14	CSBA Congress 2014 - Return flight from Edmonton to Toronto	Air Fare	\$ 624.74	<a href="#">Attachment 6</a>
2-Jul-14	CSBA Congress 2014 - Jul. 2-6, 2014 - Niagara Falls	Accommodations	\$ 742.15	<a href="#">Attachment 7</a>
3-Jul-14	CSBA Congress 2014 & OPSBA's AGM - Niagara Falls	Conference fees	\$ 798.07	<a href="#">Attachment 8</a>
<b>Sub-Total: Conferences</b>			<b>\$ 3,443.53</b>	
<b>3) HOSPITALITY (Hosting)</b>				
<i>cost of food, beverage, transportation and other amenities on behalf of the guests of EPSB</i>				
27-Aug-14	Trustee's Retreat Dinner (S. Hoffman, M. Janz, C. Johner, R. Martin, N. Ip, S. Adams, M. Draper, K. Gibson, O. Chubb, D. Robertson, S. Stoddard, 6 EPSB Employees and 3 Guests)	Hosting	\$ 1,051.57	<a href="#">Attachment 9</a>
<b>Sub-Total: Hospitality</b>			<b>\$ 1,051.57</b>	
<b>4) WORKING SESSIONS</b>				
<i>cost of meals, facility rental, travel in Edmonton, parking, or car allowance and other incidentals, while in the course of conducting district business</i>				
6-Jun-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
20-Jun-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
4-Jul-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
18-Jul-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
1-Aug-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
15-Aug-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
27-Aug-14	Trustee's Retreat Breakfast and Lunch (S. Hoffman, M. Janz, C. Johner, R. Martin, N. Ip, S. Adams, M. Draper, K. Gibson, O. Chubb & 4 EPSB Employees D. Robertson, S. Stoddard)	Meals	\$ 25.96	<a href="#">Attachment 10</a>
29-Aug-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
<b>Sub-Total: Working Sessions</b>			<b>\$ 931.69</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 5,617.66</b>	

Notes:

(1) Invoice date may not coincide with the expense reporting period

(2) A receipt is not required for expenses for which an allowance is paid (i.e. car allowance, per diems)

(3) Edmonton Public Schools receives a partial GST rebate for District expenses (1.5843% of GST rate is paid). Amounts reported above include the net GST amount

(4) The net amount is the amount expensed to an EPSB Official. Net Amount does not reflect a portion of the receipt that is attributed to another EPSB employee



133 9th Avenue SW,  
Calgary, AB, Canada T2P 2M3  
T (403) 262-1234 F (403) 260-1260  
G.S.T. Registration # 846543619

*Excellence In Teaching (May)*

Room :   
Folio # :   
Cashier # : 1069   
Page # : 1 of 1

(2)

Ms Sarah Hoffman  
Edmonton Public Schools  
1 Kingsway  
Edmonton AB T5H 4G9  
Canada

Arrival : 05-24-14  
Departure : 05-25-14

Date	Description	Additional Information	Charges	Credits
05-24-14	Palliser Special!		149.00	
05-24-14	Calgary Destination Marketing F		4.47	
05-24-14	Alberta Tourism Levy (4%)		6.14	
05-24-14	Room GST		7.67	
05-24-14	Parking - Valet (Weekend)		30.00	
05-24-14	Visa			197.28
Total			197.28	197.28

Balance Due

0.00

**GST Summary**

Room	7.67
F&B	0.00
Other	1.43
Total	9.10

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay, please contact Dan McGowan, General Manager, at [Dan.McGowan@fairmont.com](mailto:Dan.McGowan@fairmont.com).  
We also invite you to share memories of your experience on our community forum - visit [www.everyonesanoriginal.com](http://www.everyonesanoriginal.com).

Merci d'avoir choisi Hôtels Fairmont.

Vous pouvez nous faire part de vos commentaires au sujet de votre séjour en écrivant au Directeur général, Dan McGowan à [Dan.McGowan@fairmont.com](mailto:Dan.McGowan@fairmont.com).

Nous vous invitons également à partager vos observations ou photos sur notre forum communautaire [www.everyonesanoriginal.com](http://www.everyonesanoriginal.com) (anglais seulement).

For information or reservations, visit us at  
[www.fairmont.com](http://www.fairmont.com) or call Fairmont Hotels & Resorts from:  
United States or Canada 1 800 441 1414  
Pour information et réservations visitez notre web au  
[www.fairmont.com](http://www.fairmont.com) ou téléphoner au Hôtels Fairmont de:  
États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)  
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année) J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi. (Dans les hôtels participants.)

Thank you for choosing to stay with Fairmont Hotels & Resorts  
Merci d'avoir choisi les Hôtels Fairmont



③

13

06-04-14

<b>Sarah Hoffman</b>	Folio No. :	Room No. :
<b>Edmonton AB</b>	A/R Number :	Arrival : <b>06-01-14</b>
<b>Canada</b>	Group Code : <b>EDM</b>	Departure : <b>06-04-14</b>
	Company :	Conf. No. : <b>67344165</b>
	Membership No. : :	Rate Code :
	Invoice No. :	Page No. : <b>1 of 1</b>

Date	Description	Charges	Credits
06-01-14	*Accommodation	129.99	
06-01-14	GST	6.50	
06-01-14	AHT	5.20	
06-01-14	DMF	1.30	
06-01-14	GST	0.06	
06-01-14	AHT	0.05	
06-02-14	*Accommodation	129.99	
06-02-14	GST	6.50	
06-02-14	AHT	5.20	
06-02-14	DMF	1.30	
06-02-14	GST	0.06	
06-02-14	AHT	0.05	
06-03-14	*Accommodation	129.99	
06-03-14	GST	6.50	
06-03-14	AHT	5.20	
06-03-14	DMF	1.30	
06-03-14	GST	0.06	
06-03-14	AHT	0.05	

Thank you for staying at Holiday Inn Express Red Deer. Qualifying points for this stay will automatically be credited to your account.

<b>Total</b>	<b>429.30</b>	<b>0.00</b>
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<b>Balance</b>	<b>429.30</b>
----------------	---------------

**Guest Signature:** \_\_\_\_\_

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

## Travel Expense Claim

### A. Details of Trip

Employee's Name:	SARAH HOFFMAN	Date:	6-Jun-14
School/Department/DU#	BOARD OF TRUSTEES		
Purpose of Trip / Name of Conference	ASBA ~ SPRING GERNAL MEETING 2014		
Departure and Return Dates:	JUNE 2 & 3, 2014	Destination:	SHERATON HOTEL, RED DEER

B. Description of Expenses (Please attach receipts)	Amount Paid by EPSB Invoice/Visa Including GST	Amount Paid by Claimant For out of Pocket Expenditures Including GST*	Total Cost CDN Currency
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Registration/Conference Fees	603.75		603.75
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#### Travel Costs

Accommodations			
\$ <input type="text"/> # of Nights <input type="text"/> 3	429.30		429.30
Flight			0.00
Taxi/Shuttle			0.00
Car Rental			0.00
Parking			0.00
Personal Vehicle <input type="text"/> 316 Km @ \$0.505/km		159.58	159.58

#### Meals (including tips)

Per diem without receipts = \$47/day or \$23.50/half day of travel or		40.00	40.00
Actual Expense (attach itemized receipts)			0

#### Other - provide details & receipts

			0.00
			0.00
			0.00

TOTAL COST OF TRIP	1033.05	199.58	1232.63
CASH ADVANCE (IF ANY REF # )			
NET AMOUNT DUE TO CLAIMANT			\$199.58
GST Breakout (NET X 4/104)			7.68

Designated Signing Authority

(Sarah Hoddard)

NOTE: Please attach all copies of invoices/receipts that have been previously paid by Visa and/or through Accounts Payable that relate to this claim.  
Copy of Out of Province Approval MUST also accompany this Travel Expense Claim.

\*If claiming out of pocket expenses please batch and forward to Accounts Payable

1200, 9925 - 109 Street Edmonton, Alberta T5K 2J8  
 Phone: 1.780.482.7311 Fax: 1.780.482.5659  
 www.asba.ab.ca Email: hrogers@asba.ab.ca Business #: 10669 4268

# INVOICE

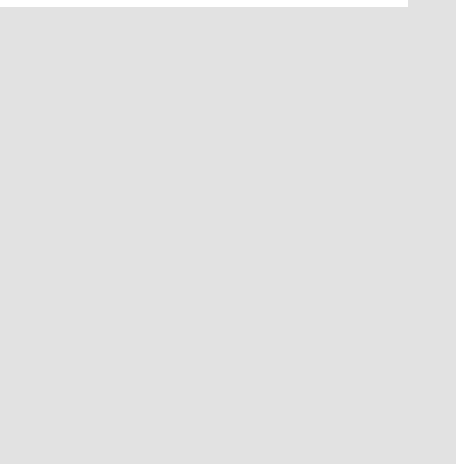
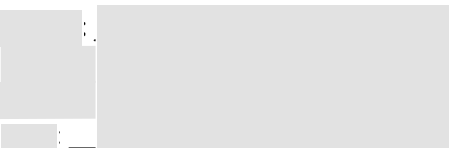
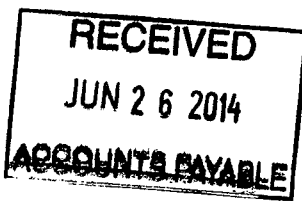
**NUMBER** 0000033782

**DATE** June 23, 2014

**BILL TO:**

Edmonton School District No. 7  
 One Kingsway Avenue  
 Edmonton AB T5H 4G9

(780) 429-8000 Ext.

Customer Number	P.O. NUMBER	TERMS		
EDM02		Due on Receipt		
DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE	
Spring General Meeting 2014  Attendee(s): S.Hoffman, N.Ip, S.Adams, M.Janz, R.Martin    	5	575.00	2,875.00	
		<b>NET AMOUNT</b>	2,875.00	
		<b>FREIGHT G.S.T.</b>	143.75	
		<b>TOTAL DUE</b>	<b>\$3,018.75</b>	



Sarah Hoffman - Trustee &lt;sarah.hoffman@epsb.ca&gt;

(5)

## Niagara Airbus Confirmation #803704

Reservations &lt;support@niagaraairbus.com&gt;

To: sarah.hoffman@epsb.ca

Mon, Jun 16, 2014 at 12:40 PM



Niagara Airbus Inc.  
8626 Lundy's Lane  
Niagara Falls, ON Canada  
L2H 1H4  
Local: 905-374-8111  
Toll Free: 1-800-268-8111

Confirmation #803704

Sarah Hoffman

Airport Shuttle Service

Date Booked: Mon Jun 16, 2014 14:40

Reference #:

Local Phone #: [REDACTED]  
Email: sarah.hoffman@epsb.ca  
Mobile Phone #: [REDACTED]  
Conference Number: 129

### Toronto International Airport to Niagara Region

1 x Adults

Flight: Air Canada#AC164 (Calgary) arrives at Terminal 1 on 02/Jul/14 16:53 (4:53 PM).  
Terminal 1 Please check in at Ground Transportation Desk – on Ground Transportation Level, Area R.

Pickup: **Wednesday, July 2, 2014 between 17:05 and 17:25 (5:05 PM - 5:25 PM).**

Travelling from: Toronto International Airport

Arrive at: Sheraton on the Falls - 5875 Falls Avenue, Niagara Falls, ON, L2G3K7

### Niagara Region to Toronto International Airport

1 x Adults

Pickup: **Monday, July 7, 2014 between 09:20 and 09:40 (9:20 AM - 9:40 AM).**

Travelling from: Sheraton on the Falls - 5875 Falls Avenue, Niagara Falls, ON, L2G3K7

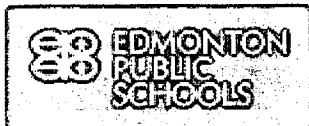
Arrive at: Toronto International Airport Terminal 1

### Fare Summary

1 x Adults - Round Trip	\$77.00
HST (13%)	\$10.01
<b>Total (CDN)</b>	<b>\$87.01</b>
 Payments Received	 (\$87.01)

5

(6)



CSBA Congress 2014

-3 days

:LB

Sarah Hoffman - Trustee &lt;sarah.hoffman@epsb.ca&gt;

**Air Canada - 02-Jul: Edmonton - Toronto (booking ref: LHM6LM) 645.75**

Air Canada &lt;confirmation@aircanada.ca&gt;

Mon, Jun 16, 2014 at 12:09 PM

To: sarah.hoffman@epsb.ca

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*

AIR CANADA **Itinerary/Receipt**

**Your booking is confirmed.** Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check-in kiosk.

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**Need a car in Toronto?** Great rates and additional Aeroplan Miles. **AVIS**  **Budget**

**Booking Information****Booking Reference: LHM6LM****Customer Care**

**Air Canada**  
1-888-247-2262

**Flight Arrivals and Departures**

**Electronic Ticketing confirmed. This is your official itinerary/receipt.**

6

**Main Contact:**

Ms Sarah Hoffman  
 sarah.hoffman@epsb.ca  
 Mobile: 1-780-  
 Home: 1-780-  
 Work: 1-780-  
 At destination: 1-780-

**Online Services**

- **Manage** my booking online (view/change my booking; select seats\*).
- **Select Seats**
- **Maple Leaf Lounge | Meal Vouchers | On My Way**
- **Alert me** of flight status changes directly to my mobile phone or email.
- **Flight Arrivals & Departures** - check online if my flight is on time.
- **Check-in online** and print my boarding pass.

\* Can my booking be changed online?

**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8226	Edmonton, Edmonton Int'l (YEG) Wed 02-Jul 2014 09:00	Calgary (YYC) Wed 02-Jul 2014 09:46		5hr53	CRJ	Tango, L	
AC164	Calgary (YYC) Wed 02-Jul 2014 11:15	Toronto, Pearson Int'l (YYZ) Wed 02-Jul 2014 16:53 - Terminal 1			320	Tango, L	F
AC8701	Quebec (YQB) Sat 09-Aug 2014 06:00	Montreal, Trudeau (YUL) Sat 09-Aug 2014 06:51		6hr46	DH3	Tango, T	
AC179	Montreal, Trudeau (YUL) Sat 09-Aug 2014 08:10	Edmonton, Edmonton Int'l (YEG) Sat 09-Aug 2014 10:46			320	Tango, T	F

F: Food for purchase on board All Onboard Café purchases made on board Air Canada flights are payable only with Visa, MasterCard and American Express credit cards.

**Passenger Information**

**1: Ms Sarah Hoffman : Adult (16+), Ticket Number:**

Frequent Flyer Prog : **None**

Meal Preference : **None**

6

Payment Card:

Special Needs: **None**

Seat Selection: **None**



## Purchase Summary

### Fare Summary

Passenger Type	<b>Adult</b>
<b>Air Transportation Charges</b>	
Departing Flight - <u>Tango</u>	<b>199.00</b>
Return Flight - <u>Tango</u>	<b>284.00</b>
<u>Surcharges</u>	56.00
<b>Taxes, Fees and Charges</b>	
<u>Canada Airport Improvement Fee</u>	59.00
Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)	2.89
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	30.61
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total airfare and taxes before options (per passenger)	<b>645.75</b>
Number of passengers	1
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$645.75</b>

### Payment Information

**Credit/Debit Card** : [REDACTED] - Amount paid: **\$645.75**

The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$645.75 (Airfare - per ticket)

Ticket number(s): [REDACTED]

## Fare Rules

**Departing Flight** Edmonton (YEG) To Toronto (YYZ) - **Tango**

**Return Flight** Quebec (YQB) To Edmonton (YEG) - **Tango**

### • Changes:

- Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- **Same-day confirmed changes at check-in or at the airport** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger.
- **Same-day standby** is available **only** to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- Flights can only be used in sequence from the place of departure specified on the itinerary.

### • Cancellations:

- Tickets are **non-refundable** and **non-transferable**.
- **Cancellations** can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per

6

CSBA Congress 2014  
Ontario :lb

Sheraton On The Falls  
5875 Falls Ave  
5875 Falls Ave  
Niagara Falls, ON L2E-6W7  
Canada  
Tel: 905-374-4445 Fax: 905-371-0157

Sarah Hoffman  
4nts Grp Rate 152/152/165/185  
One Kingsway  
Edmonton, AB T5H 4G9  
Canada

Email : [REDACTED]

SGOPS4 - Ontario Public  
School Boards

Page Number : 1  
Guest Number : 3304637  
Folio ID : EX-A  
Arrive Date : 02-JUL-14 19:58  
Depart Date : 06-JUL-14  
No. Of Guest : 2  
Room Number : [REDACTED]  
Room Rate : 185.00  
Club Account :

Tax ID : R134740422

Sheraton On The Fall 06-JUL-14 03:21 [REDACTED]

Date	Reference	Description	Amount
02-JUL-14	RT1039	Association	152.00
02-JUL-14	RT1039	HST Rooms	20.51
02-JUL-14	RT1039	PF Rooms	5.78
03-JUL-14	RT1039	Association	152.00
03-JUL-14	RT1039	HST Rooms	20.51
03-JUL-14	RT1039	PF Rooms	5.78
04-JUL-14	RT1039	Association	165.00
04-JUL-14	RT1039	HST Rooms	22.27
04-JUL-14	RT1039	PF Rooms	6.27
05-JUL-14	RT1039	Association	185.00
05-JUL-14	RT1039	HST Rooms	24.96
05-JUL-14	RT1039	PF Rooms	7.03
06-JUL-14	VI	Visa	-767.11
		*** Balance	0.00

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account charged in Canadian currency. Charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are responsible for paying all of your folio charges in Full. Price above includes 3.8% PF and 13% HST.

Continued on the next page



(4)

824.98

ONTARIO PUBLIC  
SCHOOL BOARDS'  
ASSOCIATION

Leading Education's Advocates

## CSBA Congress 2014 and OPSBA's AGM

Thursday, July-03-14 12:00 PM - Saturday, July-05-14 7:30 PM (Eastern Time)

### Sheraton on the Falls Hotel

5875 Falls Avenue

Niagara Falls, Ontario L2E 6W7

Canada

905-374-4444

Phone: (416) 340-2540 [Email Us](#)

Personal Info   Checkout   Confirmation

### Personal Info

Registration ID: [REDACTED]

Registrant: Sarah Hoffman  
Edmonton Public Schools  
One Kingsway Avenue  
Edmonton, AB T5H4G9

Registration Date: 05/06/2014 1:43 PM

Registrant Type: OPSBA / CSBA MEMBER

Status: Confirmed

Work Phone: 780- [REDACTED]

Email: sarah.hoffman@epsb.ca

Title: Trustee

### Agenda

#### OPSBA Board Meeting



#### CSBA Board Meeting and AGM



#### CONGRESS Registration opens



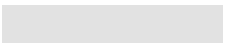
8

#### Opening Ceremonies and Keynote Speaker:

CHRIS HADFIELD Canadian Astronaut / Commander of the International Space Station

<b>Fee</b>			
OPSBA / CSBA ME Event Fee	1	CDN\$730.00	CDN\$730.00
Subtotal:			CDN\$730.00
HST:			CDN\$94.90
Total:			CDN\$824.90

**Transactions**

Transaction Type	Date	Amount	Balance
Transaction Amount	05/06/2014	CDN\$824.90	CDN\$824.90
Online Credit Card Payment  <a href="#">Details</a>	05/06/2014	CDN\$824.90	CDN\$0.00
<b>Current Balance:</b>			<b>CDN\$0.00</b>

**Payment Method****Payment Method:** Credit Card (Visa)

The online credit card payment for this event will be listed on your credit card statement with the name **OPBSA**.

**Refund Information****CANCELLATION POLICY**

All cancellations must be received in writing **BEFORE Monday, May 16, 2014** to be eligible for a 50% refund, less an administrative fee of \$50.00.

No refunds will be given for cancellations received **AFTER Monday, May 16, 2014**. Please note that if you do not cancel and do not attend, you are still responsible for payment.

**Substitutions can be made on-line at no extra cost.**

**Credit Card Payment:** a \$25.00 charge will be applied to any Credit Card disputes.

**Refunds:** Whether payment was received by Money Order or Credit Card, a refund cheque will be issued 6 to 8 weeks after the event.

315

**A Cappella Catering**

12105-120 Avenue  
 Edmonton, Alberta T5L 4K4  
 Phone: 780.454.2642 Fax: 780.454.2748  
 Emergency Pager: 780.901.5053  
 GST Registration #R133907790

**INVOICE**

Event Date: 8/27/2014  
 Invoice #: E80954

Sold To: Edmonton Public School Board  
 Contact Name:   
 Phone Number: (780) 429-8027  
 Email Address:

Trustees' Retreat  
 Hoffman, Janz, Johner, Martin, Ip, Adams,  
 Draper, Gibson, Chubb, Robertson, Stoddard,  
 6 EPSB Employees, & 3 Guests

**DELIVERY ADDRESS**

Site Name: Bennett Centre  
 Site Address: 9703-94 Street NW, Edmonton, Alberta

**DESCRIPTION**

Guest Count: 25  
 Type: BBQ

**BBQ - 8/27/2014 - 05:30 pm**

25	BBQ Steak and Chicken Package 25-50 Guests @ 33.00	825.00
25	Dinner Real Setting No Dess. No Bev. @ 1.22	30.50
1	Burner @ 15.80	15.80
1.5	Additional Staffing Hours @ 25.91	38.87
10	Gratuity @ 12.50	125.00
<hr/>		
	Subtotal	1,035.17
	Gratuity	0.00
5%	Taxes	51.76
	Total	1,086.93
<hr/>		
	Paid	0.00
	Balance	1,086.93

P. Number:  
 Project Code:  
 Expenditure Type:  
 Meeting Organizer:

Payment Terms: 30 Days  
 Payment Due Date: 9/27/2014

315

# A Cappella Catering

12105-120 Avenue  
Edmonton, Alberta T5L 4K4  
Phone: 780.454.2642 Fax: 780.454.2748  
Emergency Pager: 780.901.5053  
GST Registration #R133907790

## INVOICE

Event Date: 8/27/2014  
Invoice #: E80966

Sold To: Edmonton Public School Board  
Contact Name:   
Phone Number: (780) 429-8027  
Email Address:

Trustee's Retreat  
S. Stoddard, S. Hoffman, M. Janz,  
C. Johnner, R. Martin, N. Ip,  
S. Adams, M. Draper, K. Gibson,  
O. Chubb, D. Robertson, + 4 EPSB  
employees

### DELIVERY ADDRESS

Site Name: Bennett Centre  
Site Address: 9703-94 Street NW, Edmonton, Alberta

### DESCRIPTION

Guest Count: 13  
Type: Invoice

Invoice #: 8/27/2014 @ 08:00 am

13	The Fresh Start @ 9.00	117.00
13	Continental Fruit Kebab @ 2.17	28.21
13	Mixed Green Salad Solo @ 1.41	18.33
13	Wrap Package 10-17 @ 10.28	133.64
13	Assorted Squares Lunch @ 1.46	18.98
1	Custom Delivery Charge @ 41.13	41.13
2	Chafing Dish @ 8.80	17.60
13	Cold Lunch w/ Salad Disposable Setting @ 0.27	3.51
13	Hot Meal Disposable Setting (uses lunch plates) @ 0.38	4.94
Subtotal		383.34
Gratuity		0.00
5%	Taxes	19.17
Total		402.51
Paid		0.00
Balance		402.51

P.O. Number:  
Project Code:  
Expenditure Type:  
Meeting Organizer:

Payment Terms: 30 Days  
Payment Due Date: 9/27/2014